

Appendix C

Audit Schedule

Preliminary Agenda for MS4 Program Audit Municipality of Bayamon, Puerto Rico August 14—15, 2013

Day	Time	Team 1 Program/Agenda Item	Team 2 Program/Agenda Item
Wednesday, August 14, 2013	9:00 am - 9:30 am	Kick-off Meeting & Program Management Overview (Office)	
	9:30 am - 11:00 am	Illicit Discharge Detection and Elimination (Office)	
	11:00 am - 12:15 pm	Pollution Prevention/Good Housekeeping for Municipal Operations—including Planning of Field Logistics for Monday Afternoon (Office)	
	12:15 pm - 1:15 pm	Lunch Break	
	1:15 pm - 3:15 pm	Pollution Prevention/Good Housekeeping for Municipal Operations (Field)	Construction Site Storm Water Runoff Control (Office)
	3:15 pm - 4:30 pm		Open Period for Additional Activities ¹ (Tentative time slot)
	4:30 pm - 5:00 pm	Recap and Logistics Planning for Tuesday	
Thursday, August 15, 2013	8:00 am - 9:00 am	Illicit Discharge Detection and Elimination (Field)	Construction Site Storm Water Runoff Control/ Illicit Discharge Detection and Elimination (Field)
	9:00 am - 12:00 pm		
	12:00 pm - 1:00 pm	Lunch Break	
	1:00 pm - 3:00 pm	Open Period for Additional Activities ² (Tentative time slot)	
	3:00 pm - 3:30 pm	Internal Discussion ³	
	3:30 pm - 4:30 pm	Closing Conference ⁴ (Tentative time slot)	

^{1,2} Open Period – This time slot will be used as necessary for follow-up activities, additional discussion, or records reviews.

³ Internal Discussion – Time for auditors to arrange notes and prepare information to be discussed with the Municipality at the Closing Conference. Municipality participation is not expected.

⁴ The Municipality is encouraged to invite representatives from all applicable organizational divisions/departments.